



# Grant Program for Statewide Arts Service Organizations

## Notice of Intent Deadline

March 9, 2007  
4:30 p.m. EST

## Documentation Deadline

April 9, 2007  
4:30 p.m. EST

## Application Deadline

April 9, 2007  
11:59 p.m. EST

## Grant Period

*Between  
July 1, 2007 and  
June 30, 2009*

This program is funded by the Indiana General Assembly and the National Endowment for the Arts. Inform your communities and elected officials about the importance of public arts support to your organization and its activities.

**THIS APPLICATION WILL BE MADE AVAILABLE UPON  
REQUEST IN LARGE PRINT, BRAILLE, AUDIO CASSETTE, OR  
OTHER FORMS TO MEET SPECIAL NEEDS**



*The application is also available upon download*

150 W. Market St., Suite 618  
Indianapolis, IN 46204  
[www.in.gov/arts](http://www.in.gov/arts)  
[grantsprograms@iac.in.gov](mailto:grantsprograms@iac.in.gov)  
317/232-1268 Voice  
317/233-3001 TDD

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## **ABOUT THE INDIANA ARTS COMMISSION**

The Indiana Arts Commission (IAC), a state agency, was established in 1967 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA). The agency's mission is to be a public catalyst, partner, and investor in the arts, and serve the citizens of Indiana by funding, encouraging, promoting and expanding the arts.

The agency is governed by a 15-member board of directors appointed by the Governor of the State of Indiana to four-year terms. The Commission's programs and services are supported by a professional staff and over 100 Hoosier volunteers. The Commission holds quarterly business meetings throughout Indiana, which are open to the general public for observation.

### ***Members of the Indiana Arts Commission***

Ronald J. Stratten Chair, West Lafayette  
Richard Q. Stifel, Vice-Chair South Bend  
Sandi Clark, Secretary, Bloomington  
Jeanne E. Mirro, Exec. Committee, Fort Wayne  
William Hopper, Exec. Committee, Vincennes  
Joan David, Evansville  
Kelly Schreckengast, Lafayette

India Cruse-Griffin, Richmond  
Cynthia Frey, Columbus  
Judy G. Hess, Corydon  
Ms. Lee Marks, Shelbyville  
S. Leonard Pas, Eminence  
Irene Smith-King, Gary  
Steven L. Tuchman, Indianapolis

### ***Long-term goals***

The Indiana Arts Commission has established three goals:

1. Recognize public value – articulate persuasively the public value of the arts, and evoke public awareness and ownership of this value;
2. Energize arts environment – create a state-wide ubiquitous arts environment, and an infrastructure for sustainable presence of the arts in communities; and
3. Vitalize community quality – engage in community and economic development demonstrating the role of the arts in creating places of choice

### ***Grant making philosophy***

The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

### ***Conflict of Interest policy***

Indiana Arts Commission board members, staff, and volunteers must declare conflicts of interest which may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared (For more information, contact the IAC).

## ***Overview of the Indiana Arts Commission Regional Arts Partnership***

In 1997, the Indiana Arts Commission (IAC) and 12 community-based organizations jointly established the Indiana Regional Partnership Initiative (RPI), a collaborative project to enhance support for arts and cultural activities statewide, especially in under-served areas. The Partnership was developed to address issues that arose during the IAC's 1995-96 strategic planning process:

1. The desire for easy access to quality technical assistance that would further the financial, managerial, and artistic development of arts providers; and
2. The desire for more local control in the allocation of state resources for the arts.

Each of the 12 Regional Arts Partners (RAPs) works in cooperation with the IAC to provide four core services to artists, arts providers, and arts consumers in a specified multi-county region of Indiana. The core services are: cultural planning, grants making, information and referral, and technical assistance. Regional cultural planning efforts began in 1998. The Regional Arts Partners use information about the needs of local artists, arts providers, and arts consumers to develop and provide services.

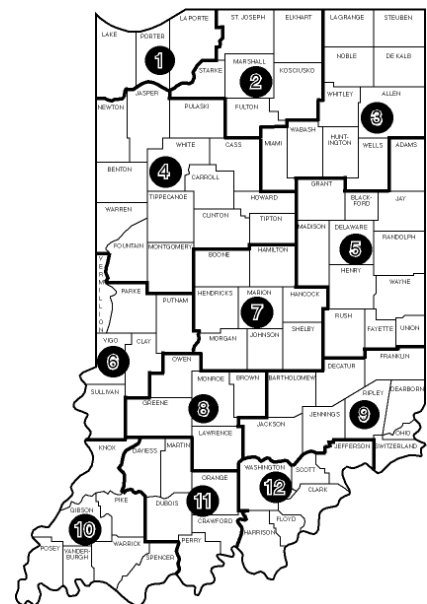
Beginning in 1999, the IAC provides a regional allocation of funding to all RAPs to be used for re-granting and services to arts providers within their regions. Most organizations seeking operational support or arts project funding will apply to the Regional Arts Partner which serves the county in which the applicant is located.

The IAC provides direct funding to multi-regional or statewide arts organizations, organizations requesting capacity building funds, technical assistance providers, and individual artists.

In September 2004, the Commission approved changing the name of this initiative to the Regional Arts Partnership.

### Designated Indiana Regional Arts Partners

- Region 1: South Shore Arts
- Region 2: Community Foundation of St. Joseph County, Inc.
- Region 3: Arts United of Greater Fort Wayne, Inc.
- Region 4: Tippecanoe Arts Federation, Inc.
- Region 5: Arts Place, Inc.
- Region 6: Arts Illiana, Inc.
- Region 7: Arts Council of Indianapolis.
- Region 8: Bloomington Area Arts Council, Inc.
- Region 9: Columbus Area Arts Council, Inc.
- Region 10: Arts Council of Southwestern Indiana, Inc.
- Region 11: Jasper Community Arts Commission
- Region 12: Arts Council of Southern Indiana



## **ABOUT THE GRANT PROGRAM FOR STATEWIDE ARTS SERVICE ORGANIZATIONS**

### ***Program description***

This program strengthens the capacity of arts providers and arts providing organizations by providing financial support to statewide arts service organizations, which offer high quality training and technical assistance services on a statewide or multi-regional basis, with special attention to arts providers in underserved communities. Technical assistance includes but is not limited to board, staff, and membership development activities through conferences, workshops, newsletters, publications and other organizational training. An underserved community is one in which individuals lack access to arts programs due to: geography, economic conditions, ethnic background, disability or age.

Funding is limited to project support for a distinct aspect of the organization's arts-related technical assistance activities, such as a conference, educational seminar, or a series of workshops or training sessions.

### ***Grant amount***

Statewide arts service organizations may request up to 50 percent of anticipated project expenses for two years, or \$20,000, whichever is less. The minimum request for this category is \$1,000.

### ***Notice of Intent to apply***

The IAC requires any organization interested in applying to this grant program to submit a "Notice of Intent to Apply" form. This form can be found by clicking the link <http://www.in.gov/arts/grants/program.html> or typing it into your web browser. **The Notice of Intent to Apply form must be completed by 4:30 p.m. EST, March 9, 2007.** This must be sent to the IAC office via regular mail. Late or faxed intent notices will not be accepted.

### ***Application deadline***

**Electronic applications must be received by 11:59 p.m. EST on Monday, April 9, 2007. Electronic applications can be completed at <http://www.in.gov/arts/grants/program.html>. Hardcopy documentation must be received in the IAC office by 4:30 p.m. EST on Monday, April 9, 2007.** Late or faxed applications will not be accepted.

### ***Grant period***

The grant period runs from July 1, 2007, to June 30, 2009. Proposed projects must begin and end during that time. There are no exceptions.

### ***Match requirement***

All applicants must provide a local match. In general, applicants must match IAC funds on a dollar-for-dollar basis. In some cases, the match may be a combination of cash and the value of necessary donated goods and services up to 50 percent of the required match amount.

### ***Exceptions***

1. State colleges' and universities must provide 100 percent cash match -- from documented non-state funds.
2. State agencies, other than colleges and universities, must provide two dollars for every one dollar from the IAC and provide 100 percent cash match -- from documented non-state funds.

### **Who may apply?**

All applicant organizations must meet four general eligibility requirements in order to apply.

1. Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt agency OR is a part of a larger Indiana public agency or tax-exempt nonprofit organization and has a separately identifiable organizational structure, governing body, and financial reporting system.
2. Nonprofit organizations must be incorporated in the state of Indiana at the time of application and have received recognition of tax-exempt status from the Internal Revenue Service (IRS).
3. Must be in good standing with the IAC and in compliance with all IAC requirements.
4. Must be Indiana-based and have an Indiana address. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC-funded arts activities in Indiana.

In addition to the general eligibility requirements, an organization applying in this category will have:

1. a primary mission to provide **arts-related technical assistance** to a membership or constituency;
2. a defined membership or specific constituency;
3. at least a two-year history of successful experience in planning and delivering the type of arts-related technical assistance services described in the application narrative;
4. a systematic process for determining the training and technical assistance needs of consumers and an annual evaluation of the effectiveness of the service;
5. an annual process for program planning and evaluation with input from the community to be served;
6. a governing body that is representative of the organization's service area;
7. operated for at least one year according to a strategic or long-range plan adopted by the governing body; and
8. a statewide presence, as demonstrated by a defined statewide service area, a marketing plan that addresses the entire area, and/or a statewide service provision.

### ***Program restrictions***

An organization may not apply for IAC-based funding from both the IAC and a Regional Arts Partner in the same fiscal year.

IAC-funding cannot be used for the following expenses:

1. cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the state of Indiana;
10. project expenses outside the state fiscal year and grant period (July 1-June 30); and
11. activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

## **HOW TO COMPLETE AND SUBMIT AN APPLICATION**

### ***Getting started***

**Please read the entire guidelines, instructions, and application packet before beginning.** All organizations planning to apply for FY 2008-FY2009 SWASO funding must submit a Notice of Intent to Apply via the new online grant system at <http://www.in.gov/arts/grants/program.html>.

All first-time applicants in this category must confer with Monica R. Peterson at the IAC to confirm the organization's eligibility to submit an application in this category. Ms. Peterson will contact you after we receive your Intent to Apply form or you can contact her at 317/232-1279 or [mpeterson@iac.in.gov](mailto:mpeterson@iac.in.gov).

**REQUIRED SUBMISSIONS:** to provide further information about your organization:

If you are a first-time applicant to the IAC, or if your organization has changed its legal name, or other changes have been made since these documents were last submitted to the IAC, you are required to submit a new copy with your application. You will submit **ONE COPY** of the following:

1. **Articles of Nonprofit Incorporation** -- If needed, request a duplicate copy from the Secretary of State's office at 317/232-6576. *(To be submitted in hardcopy form by 4:30 p.m. EST on Monday, April 9, 2007 at the IAC office.)*
2. **IRS Tax-exempt Status Letter** *(To be submitted in hardcopy form by 4:30 p.m. EST on Monday, April 9, 2007 at the IAC office.)*
3. **Current strategic or long-range plan** *(To be submitted in electronic form with the application via the online grant system.)*
4. **Annual Financial Statement** -- All applicants must provide an un-audited financial statement for the most recently completed fiscal year. This item is not the same as the audit mentioned above. A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year or actual amounts for the previous year. Please submit this document electronically when you submit your FY2008-FY2009 SWASO application. *(To be submitted in electronic form with the application via the online grant system.)*
5. **Job Description of the chief paid administrative staff person (i.e., executive director if this has changed since your last application was submitted to the IAC)** *(To be submitted in electronic form with the application via the online grant system.)*
6. **Membership or constituent list** -- Provide a listing of current members including their counties of residence. Membership must include persons from at least two IAC-designated regions. (See regional map.) *(To be submitted in electronic form with the application via the online grant system.)*

### ***Completing the form***

The application form must be submitted electronically to the IAC via the online grant system at <http://www.in.gov/arts/grants/program.html>. You may submit one page at a time. If you have problems utilizing these electronic applications, please contact the IAC either by phone or e-mail [grantsadmin@iac.in.gov](mailto:grantsadmin@iac.in.gov) for assistance.

### ***General instructions for submitting your application packet***

- Only online grant applications will be accepted. No hardcopy applications will be accepted.
- **Remember this application is for a project and not for organizational support.**
- Submit only the information requested. Including additional material will not enhance your chances of being funded and your application will not be reviewed.
- Keep a copy of the completed application for your own files. (Each page will be emailed to you upon submission.)

## **APPLICATION REVIEW PROCESS**

### ***Staff review of submitted applications***

Applicants must provide complete information and support documents (as requested) to allow for a uniform review of the application.

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting extra materials can make your application ineligible.

After you have submitted your application to the IAC, staff will review your materials to ensure that all required information was submitted. .

### ***Advisory panel review***

The Indiana Arts Commission has established an advisory panel process to assist in its evaluation of grant applications. Panels appointed by the Arts Commission will be composed of Hoosiers who are knowledgeable in the arts, not-for-profit management, and/or community development. The IAC will strive to balance advisory panel composition with consideration to race, gender, regional representation, and special needs.

Advisory panels will be convened in the spring of 2007. Panel meetings are open to the public for observation and may be recorded. Applicants will be invited and are encouraged to attend. Applicants cannot lobby panelists on behalf of their applications before, during, or after the panel meeting.

### ***How proposals are evaluated***

The Panel will review all applications and evaluate how well each addresses the three review criteria (quality, community impact/public benefit, and management). A minimum of 80 points, out of a possible 100 points, is needed for an application to be considered for funding.

QUALITY (up to 30 points, or 30 percent of total score):

The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources, as indicated by the following:

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization's mission and long-range plans, and with IAC goals.
- The artistic goals and program design are consistent with the organization's resources.
- There appear to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer, to carry out the proposed activities.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.



- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities and outcomes.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

**COMMUNITY IMPACT/PUBLIC BENEFIT** (up to 40 points, or 40 percent of total score)

The proposed activities will have a significant impact the community the organization serves, as indicated by the following:

- The organization's constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.
- The plan for serving traditionally under-served populations in program development, implementation, and evaluation is clearly described and appears adequate.
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally under-served populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

**MANAGEMENT** (up to 30 points, or 30 percent of total score)

The organization delivering the proposed activities will be well managed, as indicated by the following:

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- The project timetable is clearly explained and provides sufficient detail to guide implementation.
- The process that will be used to evaluate the effectiveness of your activities is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

***Commission action***

Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations.

The Indiana Arts Commission will review and ratify all FY 2007-FY2009 funding recommendations at its June 2007 business meeting. Commission meetings are open to the public for observation and may be recorded.

### ***Reconsideration policy and appeal process***

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. the panel or review team used criteria other than the criteria published in the grant guidelines; and/or
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the IAC Executive Director stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question.

An appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

## **WHAT HAPPENS AFTER A GRANT IS AWARDED?**

### ***Notification of your grant award***

All applicants will be notified in writing of grant decisions after the Commission meets and approves the grants (June 2007). Grantees will receive **via email** the award letter and other pertinent information. The Grant Agreement and other pertinent materials that must be completed, signed and returned to the IAC before a first payment can be processed will be sent **via e-mail**.

### ***Acknowledgment and credit of public funding***

Broad public visibility of the success of Indiana's artists and arts organizations is essential. By promoting yourself, your activity, and your state-funded grant, you are working to strengthen the role of the arts in Indiana. You are demonstrating to the community the impact of the arts and how the money legislators have allocated for the arts is being well spent.

One important way you can demonstrate the importance of public funding for the arts is to credit the Indiana Arts Commission and the National Endowment for the Arts in all publicity and printed materials associated with your funded activities. For recipients of an organizational support grant, this means all activities and programs of the organization. It is important that we have help from the arts organizations in the state as we work to promote and encourage the arts in Indiana.

All publicity or programs, electronic and printed, must contain the IAC logo and the following credit line:  
**Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.**

## **How to Use the IAC Logo and Credit line**

There are ways to incorporate the credit language and logo into your publicity and informational materials. Including this information in as many places as possible helps your communities understand the impact of public funding of the arts. Below are some specific requirements:

### Promotional Materials

Grantees must credit the IAC and the NEA in printed materials (including newsletters, catalogs, brochures, announcements, invitations, and press releases), films and video tapes, electronic transmissions (including Internet sites), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which Commission funds are used. Grantees receiving organizational support must credit the IAC and NEA in all promotional materials.

### Programs

Grantees must credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point both the NEA and the IAC logos need to appear. Also, list the Commission in the donor category most appropriate to the level of financial support your organization is receiving.

Performing arts organizations that receive less than \$50,000 in total IAC operating support funding in any fiscal year shall provide one-half page of advertising space in all season programs. The Indiana Arts Commission will provide camera-ready art with your award package.

### Educational Materials

Grantees must credit the IAC and the NEA in all educational materials (including brochures, pamphlets, flyers, postcards, etc.) distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational materials. Again if not using the credit logo, both the NEA and the IAC logos need to appear.

### Web Sites

Organizations must use the IAC credit logo on the organization's web sites -- along with a hyperlink back to the IAC web site. It should be listed in a place appropriate to the web site's mapping, i.e. IAC credit logo on a sponsorship page with a hyperlink and/or IAC and NEA listed as additional resources with a hyperlink to both. For project support, the IAC credit logo must appear on the web page that corresponds to the IAC-funded project.

### Advertising

Grantees must credit the IAC and the NEA in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).

### News Releases

News releases must credit the IAC and NEA support. A sample support statement could be: **The Indiana Arts Commission supported this project with funds from the State of Indiana and the National Endowment for the Arts.**

### Promotional Appearances and Interviews

On television and radio appearances by your representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from the IAC and the NEA toward your project or overall operation. Also, you should acknowledge the IAC and NEA support in any newspaper, magazine, or on-line interviews about your organization's program(s).

### Verbal Credit

When written credit is not applicable, such as when there is no printed program, give verbal credit prior to each performance or activity. If an announcement is not feasible, consider a sign in the lobby or activity space.

### ***Grant Agreement***

The Grant Agreement is your official contract with the Indiana Arts Commission. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. The Grant Agreement must be signed by the board chair, president, or executive director and returned to the IAC. Your signed Grant Agreement will be reviewed by three other state agencies – The Department of Administration, the Budget Agency, and the Attorney General’s office. This is standard procedure and usually takes anywhere from one to two months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an organization without a fully executed copy of the Grant Agreement on file.

### ***Grant Payments***

#### ***First grant payment***

The first payment of your grant will be for 90 percent of the first year’s annual grant allocation. The payment will be deposited into your account after your Grant Agreement has been approved by all three state agencies and the Indiana Arts Commission received copies of the first letters to your elected officials. In general, it takes three months from the time you submit your correctly completed Grant Agreement until 90 percent of your annual grant is deposited into your account. We will do everything we can to keep this amount of time as short as possible.

#### ***Second and third grant payments***

The second payment will be for the balance of the total first-year allocation (the final 10 percent) and will be made following receipt and approval of the Interim Report and copies of the second letters to your elected officials.

The third payment will be for 90 percent of the second year’s annual grant allocation and will be made following receipt and approval of the Interim Report.

#### ***Fourth grant payment***

The fourth and final payment will be for the balance of the total second year regional allocation (the final 10 percent) and will be made following receipt and approval of the Final Grant Report and copies of the third letters to your elected officials.

### ***Reports***

#### ***Interim Report***

Each organization must submit an Interim Report by May 30, 2008 even though your first grant year does not end until June 30, 2008. This report form will be located on the INGA site. The Interim Report will include: reporting on the activities and programs that were carried out during the first year of the biennium; a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served, and a copy of the second letter to your elected officials. The Interim Report will also include a section to update the projected programs and activities that are to be carried out during the second year of the biennium.

### ***Final Grant Report***

All organizations must submit a completed Final Grant Report by May 29, 2009 even though the second year of your grant does not end until June 30, 2009. The Final Grant Report form can be located on INGA. It will include: reporting on the activities and programs that were carried out during the second year of the biennium; a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served, and a copy of the third letter to your elected officials.

### ***Project Modification form***

This form is to be used to notify the Indiana Arts Commission about any changes to your funded project. All organizations receiving IAC grants are required to complete this form at the time of grant notification (via the online grant system), and also whenever they are aware of any significant changes to the approved budget or scope of the project. This includes changes to the “who, what, where, when, why or how.” The Project Modification form must be submitted to the IAC and approved before the Grant Agreement is sent to the Department of Administration (see above). Grantees will be held accountable for delivering the type and level of service approved in this report, not the original application. The board chair, president, or executive director must sign this form.

### ***Project changes and modifications***

During the period of time covered by the Grant Agreement, you must give the IAC prior written notice of any major changes that may affect the funded project, such as significant changes in budget, personnel, dates, scope of activities, etc. The Project Modification form (located at <http://www.in.gov/arts/grants/program.html>) can be used for this purpose. Changes that significantly alter the scope of intention of the project will not be approved. You may be required to return all or a portion of your grant money to the IAC.

### ***Records retention***

Grantees must provide access to any books, records, documents and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

### ***Monitoring***

The Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. You will be advised if your organization has been selected for a random field audit.

## CONDITIONS AND REQUIREMENTS

### **Public Manifestation**

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public.

"Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

### **Civil Rights**

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

***Your signed grant application and Grant Agreement indicates that your organization understands and is in compliance with these laws:***

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

*The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."*

- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

### **Drug-free workplace**

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

***Fair Labor Standards***

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

***Disclosure***

All information provided on this application is disclosable under the Access to Public Records Act IC 5-14-3.



Indiana Arts Commission  
150 W. Market Street, Suite 618  
Indianapolis, IN 46204  
317/232-1268 ■ 317/233-3001 TTY  
grantsprograms@iac.in.gov ■ www.in.gov/arts

**NOTICE OF INTENT TO APPLY**

**FY 2008 – FY 2009**

**Grant Program for Statewide Arts Service Organizations**

All organizations intending to apply for FY 2008 – FY 2009 funding in the Statewide Arts Service Organizations grant category must submit this notice to the IAC by 4:30 p.m. E.S.T., March 9, 2007.

*The IAC will consult with all applicants in this category to confirm the organization's eligibility to apply for this category or to discuss other funding options available from the IAC or the organization's local Regional Arts Partner.*

**ORGANIZATION LEGAL NAME:**

**CITY, STATE AND ZIP+4:**

**NAME OF APPLICATION CONTACT PERSON:**

**CONTACT TITLE:**

**CONTACT TELEPHONE** (include area code):

**FAX:**

**E-MAIL:**

Is this the first time the organization will apply in this category: ☐ Yes ☐ No

The above named organization intends to apply for FY 2008 – FY 2009 IAC support in the Statewide Arts Service Organizations category. The organization understands that it may not receive funding from both the IAC and any Regional Arts Partner in the same fiscal year for state arts funds.

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Mail completed form to:

Indiana Arts Commission  
Attention: Monica R. Peterson  
150 W. Market Street, Suite 618  
Indianapolis, IN 46204